

Accounts Officer - Metro

Position Description

Directorate:	Finance
Reports to:	Manager, Finance, Shared Services
Direct reports:	NIL
Location:	State Support Office and Metropolitan office locations.
Primary position objective:	Provide support to the Manager, Finance, Shared Services with the coordination and management of finance and accounting functions and processes to ensure the effective and efficient operation of St Vincent De Paul Society.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Finance directorate. The teams within the directorate and their functions are:

Finance and Accounting: this team is responsible for state-wide finance policies and procedures; finance shared services (accounts payable, accounts receivable); treasury and investment functions; financial reporting to external stakeholders; financial strategy and special projects.

Group Financial Planning and Analysis: this team is responsible financial budgeting, forecasting and reporting; targeted financial analysis for senior management; strategic and operational advice to senior leadership to improve financial decision-making and business performance; and financial business partnership. The Finance Manager roles embedded in Vinnies Services and Commercial Enterprise, Fundraising and Communications directorates sit with this team.

Property and Facilities: this team is responsible for state-wide property management and facilities management

Procurement and Fleet: this team is responsible for procurement; and fleet.

Payroll: this team is responsible for organisation wide payroll.

Accountabilities and responsibilities

The Accounts Officer will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Perform timely and accurate processing of transactions in accordance with agreed procedures to ensure the integrity of financial data including entry of invoices into the Finance system, correct General Ledger coding, uptake of credit notes and discounts.
- Maintain files including up-to-date creditor records in the Finance system and filing of hard copy invoices, payment records and receipts.
- Ensure timely reconciliation and payment of supplier's invoices.
- Maintain professional communications as the key point of contact with all suppliers to ensure payment within agreed timeframes.
- Act as a key point of contact and manage cooperative working relationships by providing quality customer service to Society members, volunteers, suppliers and other key stakeholders including liaising with Conferences and centre managers and others regarding invoice coding and/or queries.
- Work collaboratively with colleagues in the broader Finance team to support with ad hoc tasks and projects as required.
- Identify and contribute to process improvements relating to the finance division.

Critical Key Performance Indicators (KPIs)

- Timely payment of invoices and expenses for internal stakeholders and suppliers.
- Accuracy of entries into the Finance system (e.g. invoices and receipts).
- Correct General Ledger coding.
- Appropriate uptake of credit notes and discounts.
- Effective maintenance of the creditor records and invoice/payment files.
- Maintenance of professional communications with all suppliers and Society members ensuring that internal and external queries and problems are addressed in a timely fashion.
- Contribution to process improvement initiatives.
- Meets other KPIs as determined by the Manager, Finance, Shared Services from time to time and identified in a performance management plan.

Key working relationships

In addition to the Manager, Finance, Shared Services and their direct reports, the Accounts Officer will foster close working relationships with:

- Regional Support Coordinators (Finance);
- Financial Accountant (Finance);
- Group Manager, Financial Planning & Analysis (Finance);
- Manager, Finance, Vinnies Services (Finance);
- Manager, Finance, Commercial Operations (Finance).

Essential criteria

Critical capabilities

There are nine capabilities expected of all people in all roles at all levels across the Society. The level of capability required for this role is outlined below:

- **People we serve' centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 2) enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Demonstrated ability and knowledge of general accounting principles, accounts maintenance, accounts payable, receivable and asset management.
- Experience with using large Accounting Software packages such as Great Plains or similar.
- Demonstrated ability to provide a high standard of customer service in a financial and administrative services environment and a commitment to quality improvement.
- Proven ability to meet tight timeframes, manage workflows and multiple projects.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.

Desirable criteria

- Relevant tertiary qualification/s in accounting or similar discipline.
- Experience working in a membership-based organisation to support and empower members and volunteers.
- Experience with or exposure to accounting issues in the not-for-profit sector.
- Demonstrated understanding of the financial performance levers associated with community and/or human service delivery and volunteer services.